

Special Event Application Instructions

1. Create a Citizen Access account and register at:
<https://aca.rochestermn.gov/CitizenAccess/Default.aspx>

Welcome to the Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government information online, 24 hours a day, 7 days a week.

Access to these services is available by two methods:

Unregistered (or anonymous) user

- Search and view records

Registered user

- Search and view records

- Allow access to creating Collection of your Permits

- Pay Rental Housing Licenses

- Schedule Building Inspections

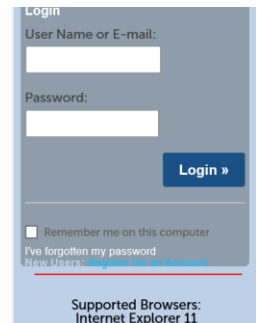
Registration is free and easy. [Register](#) and create a user account or click on the "Register for an Account" link above.

Need Help?

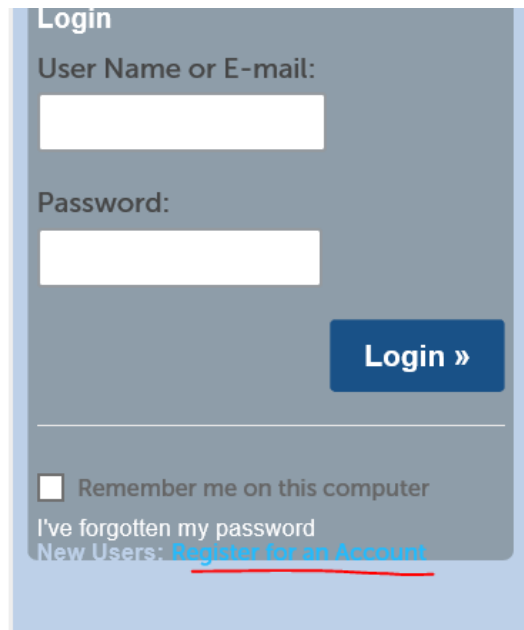
[FAQ's](#)

[Citizen Access Videos](#)

For help with Building Permits, Inspections, and Rental Housing click the [Citizen Access Website Assistance](#) link or call Building Safety at 507-328-2600.



A screenshot of the Citizen Portal login page. It features a 'Login' header, a 'User Name or E-mail:' field, a 'Password:' field, and a 'Login »' button. Below the password field is a checkbox for 'Remember me on this computer' and links for 'I've forgotten my password' and 'New Users: Register for an Account'. At the bottom, it lists 'Supported Browsers: Internet Explorer 11'.



A larger screenshot of the Citizen Portal login page, identical to the one above. A blue arrow points from the 'New Users: Register for an Account' link in the top screenshot to this one. The page includes the 'Login' header, 'User Name or E-mail:' and 'Password:' fields, the 'Login »' button, the 'Remember me on this computer' checkbox, and the 'I've forgotten my password' and 'New Users: Register for an Account' links. The 'Supported Browsers: Internet Explorer 11' text is at the bottom.

2. After creation and log-in go to City Licensing:

The screenshot displays the 'City of Rochester Minnesota' website header with the slogan 'First Class City, First Class Service'. Navigation links include 'Announcements', 'Logged in as: Christiaan Cartwright', 'Collections (0)', 'Cart (0)', and 'Account Management'. The main heading is 'Citizen Access City of Rochester / Olmsted County Staging'. A search bar is located on the right. The primary navigation menu includes 'Home', 'Building Permits', 'Rental Housing', 'City Planning', 'City Licensing' (circled in red), and 'County Planning'. A secondary menu below it contains 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The user is greeted with 'Hello, Christiaan Cartwright'. Below this is a blue bar for 'Saved in Cart (0)' with a message: 'There are no items in your shopping cart right now.' At the bottom is another blue bar for 'My Collection (0)' with a 'View C' link.

City of Rochester Minnesota
First Class City, First Class Service

Announcements Logged in as: Christiaan Cartwright Collections (0) Cart (0) Account Management

Citizen Access
City of Rochester / Olmsted County
Staging

Search...

Home Building Permits Rental Housing City Planning **City Licensing** County Planning

Dashboard My Records My Account Advanced Search ▼

Hello, Christiaan Cartwright

Saved in Cart (0)

There are no items in your shopping cart right now.

My Collection (0) View C

3. Read the agreement and click continue if you agree:

[Announcements](#) [Logged in as: Christiaan Cartwright](#) [Collections \(0\)](#)

Citizen Access City of Rochester / Olmsted County Staging

[Home](#) [Building Permits](#) [Rental Housing](#) [City Planning](#) **[City Licensing](#)** [County Planning](#)

 **Create an Application**  Search Applications

Online License Application

Using this system you can submit information, pay fees, track the status of your application, and print license information all from the convenience of your computer.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

For a walkthrough of applying for a license online: [Applying for a City License Walkthrough](#)

Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to-sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

☐ I have read and accepted the above terms.

Continue Application »

4. Choose the relevant license type, then hit continue:

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed found [here](#).



Search

▶ **Alcohol and Gambling**

- ☐ Liquor - Beer 3.2 Off Sale Application
- ☐ Liquor - Brewer Off-Sale Only Application
- ☐ Liquor - Brewer On-Sale Application
- ☐ Liquor - Off-Sale Application
- ☐ Liquor - On-Sale Application
- ☐ Liquor - Temporary License
- ☐ Liquor - Wine or Beer 3.2 On-Sale Application
- ☐ Single Gambling or Bingo License

▶ **Animal Licenses**

- ☐ Animal - Chickens - Ducks Application
- ☐ Animal - Pigeon Application

▶ **Business Licenses**

- ☐ Business - Massage Business Application
- ☐ Business - Massage Therapist Application
- ☐ Business - Mobile Food Unit Application
- ☐ Business - Outdoor Dog Permit
- ☐ Business - Pawnbrokers Application
- ☐ Business - Sidewalk Cafe Application
- ☐ Business - Vending Cart Application

▶ **Miscellaneous**

- ☐ Miscellaneous - Peddler Permit

▶ **Special Event**

- ☒ Special Event - Permit

▶ **Trades and Contractors**

- ☐ Heating Contractor Application
- ☐ Master Installer Application
- ☐ Sewer & Drain Application
- ☐ Sidewalk Contractor Application
- ☐ Sign Contractor Application
- ☐ Tree Care Contractor Application

▶ **Transportation**

- ☐ Transportation - Bus Application
- ☐ Transportation - Taxicab Annual Vehicle Application
- ☐ Transportation - Taxicab Driver Application
- ☐ Transportation - Taxicab Franchise Application
- ☐ Transportation Network Company Application

Continue Application »

5. Fill in the application with your relevant information:

Citizen Access
City of Rochester / Olmsted County
Staging

[Home](#) [Building Permits](#) [Rental Housing](#) [City Planning](#) **[City Licensing](#)** [County Planning](#)

[Create an Application](#) [Search Applications](#)

Special Event - Permit

1 Business Address	2 Applicant Information	3 Event Information	4 Documents	5 Review	6
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Step 1: Business Address > Address

* indicates a required field

Address

Here are some search [Examples](#) and an [FAQ](#) to help if you are having issues searching for an address.

Street No.: Street Name: Street Type: Direction: Unit No.:

City: State: Zip:

Search

Clear

Detail Information

*Legal Business Name: DBA:

Continue Application »

Save and resume